



DEPARTMENT OF THE ARMY
35TH AIR DEFENSE ARTILLERY BRIGADE
UNIT # 15757
APO AP 96299-5757

EAAD-Z

01 February 2007

MEMORANDUM FOR All 35TH Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 35th Air Defense Artillery Brigade Policy Letter #6 – Living Standards for Soldiers in Barracks

1. References:

a. Army Regulation (AR) 600-20, para. 4-12, Army Command Policy, 7 June 2006.

b. Eighth United States Army (EUSA) Command Policy Letter #9, Living Standards for Soldiers Living in Barracks, 5 May 2004.

2. This policy supersedes 35th Air Defense Artillery Brigade Policy Letter #6 – Living Standards for Soldiers in Barracks, dated 10 November 2005

3. Purpose: To provide guidance to units for the development of policy regarding Soldier living standards and to maintain good order and discipline in the barracks. This policy encourages maximum involvement of subordinate units by offering flexibility in the development of local policies consistent with their mission and disciplinary needs. Subordinate unit policies will adhere to the directives contained in this policy.

4. Units are directed to develop written barracks policies incorporating the following:

a. Barracks Rooms. Rooms may be arranged to allow Soldiers more freedom of expression, eliminating uniformity standards but emphasizing cleanliness, safety, and proper accountability.

b. Each barracks door will be marked to indicate, at a minimum:

(1) The occupant's BDE, BN, and BTRY,

(2) Whether the occupant is under 21,

(3) Whether the occupant is a medic or certified Combat Life Saver.

c. Appliances and Wall Hangings. Unit barracks policies will conform to their local installation barracks standard operating procedures and EUSA Command Policy #9. Units may apply further restrictive measures as they deem necessary for the health, welfare, good order and discipline of their unit.

d. Extremist Symbols and inappropriate images. Commanders are reminded of their authority and responsibilities in accordance with AR 600-20, para. 4-12, prohibiting the display in billets of extremist symbols and activities. Pictures showing male or female genitals or naked pubic regions will not be displayed. Flags that may be racially inflammatory or paramilitary in nature will not be displayed.

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e. Inspections. All leaders are expected to be visible in the barracks to demonstrate concern and enforce standards. Identifying faulty appliances, plumbing, safety, or living standards are the responsibilities of the Chain of Command. This policy does not limit in any way a Commander's authority to conduct inspections and inventories pursuant to Military Rule of Evidence (M.R.E.) 313.

f. Mandatory Charge of Quarters (CQ). Every battery/company level unit will have a dedicated CQ and Charge of Quarters Runner (CQR) located in the lower enlisted barracks for their unit. The NCOs (CPL and above or KATUSA SGT) of the unit will perform CQ. CQs are responsible for the proper conduct, accountability, and safety of Soldiers. They are responsible for knowing and enforcing all policies ranging from USFK to battery/company. CQs are expected to be proactive leaders and prevent minor misconduct from turning into serious incidents. Requests for an exception to this policy must be in writing to the Brigade Commander.

(1) Subordinate units will ensure CQ policies provide barracks checks during non-duty hours. CQs will not watch TV, listen to radios, or engage in activities that distract from their mission.

(2) Battalion Command Sergeants Major will implement a certification plan to ensure CQs understand duties and responsibilities prior to assuming duty.

(3) First Sergeants will implement a certification plan to ensure CQRs understand their duties and responsibilities prior to assuming duty.

g. NCO Responsibility. In accordance with Army traditions NCOs will maintain responsibility of Soldier living conditions and standards. All NCOs have an obligation to report to their superiors when they become aware of misconduct, of conditions that are unsafe, and of items in need of repair.

(1) The Battery/Company Commander or First Sergeant will designate a sergeant who is in charge of the floor as wing sergeant. These NCOs will reside in the barracks. In those cases where a unit does not have enough NCOs assigned, a senior specialist can be utilized as floor or wing sergeant. The emphasis is promoting leadership at the lowest level.

(2) First Sergeants will make every attempt to house NCOs in their own barracks room. If insufficient rooms prevent this arrangement, then First Sergeants will try to house NCOs of the same rank together. NCOs and junior enlisted (PVT through PFC) will not be housed together.

h. Visitation. Unit policies must be IAW EUSA Command Policy Letter #9 and the following requirements. Soldiers residing in the barracks may have visitors of either sex. Doors will remain fully open and unencumbered when male and female Soldiers are in the same room. Anything that hinders vision into the room is prohibited. Soldiers, who have rooms that open to the outside, similar to a motel, will post a sign indicating that both males and females are in the room. Battalion policies will define "visitor" to be at a minimum any person outside the battery/company of the room occupants, even if living in the same building.

(1) Hours of visitation:

(a) Duty days before duty days: 1700-2400

(b) Duty days before non-duty days: 1700-0200

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(c) Non-duty days before non-duty days: 1000-0200

(d) Non-duty days before duty days: 1000-2400

Battalion commanders may authorize overnight guests and may not delegate that authority. The Soldier is responsible for obtaining any necessary installation approvals for such overnight guests.

(2) Any non-military visitor under the age of 18, and not a member of the Soldier's immediate family (brother, sister, or spouse), must be accompanied by a legal parent or guardian.

(3) Visitors will sign in/out at the CQ desk. Soldiers are responsible for the actions of their visitors in the barracks and will personally escort them throughout their visit. Additionally, Soldiers are responsible for ensuring any guests to the barracks are properly signed on and off the installation being visited, as necessary.

(4) Dual military couples are allowed to live in the same room in a barracks designated for cohabitation only if authorized in writing by the Battalion Commander. Otherwise, cohabitation is prohibited.

i. Better Opportunities for Single Service Members (BOSS). Soldiers will fully employ the BOSS Council as a means to effectively communicate the needs of barracks residents to the Commander and to address issues or problems that require action at the Commander/First Sergeant level.

j. Quiet Hours. Subordinate unit policies will provide for designated Quiet Hours. Stereos, radios, and televisions will be played at a volume so as not to disturb Soldiers in adjacent rooms. Units with shift workers will implement policies to accommodate the needs of all Soldiers residing in the barracks.

k. Alcohol in the Billets. Alcohol possession will be IAW Brigade Policy #3 and subordinate unit policies alcohol policies.

(1) Alcohol may not be consumed in the hallway, laundry room, CQ or Staff Duty areas, fire escapes, tactical sites, parking lots, and in and around unit areas (i.e. orderly rooms, motor pools). Alcohol may be consumed in the dayroom or unit picnic areas. There will be no display of empty alcohol bottles or cans in the barracks or rooms.

(2) Intoxicated Soldiers in the billets are a safety hazard, both to themselves and to others within the barracks as they are accident prone and have impaired judgment. It is the responsibility of the CQ and unit chain of commands to take positive action to reduce this accident probability and to keep Soldiers out of trouble.

l. Smoking. There will be no smoking in the barracks, billets, rooms or dormitories. Smoking is only allowed in designated areas.

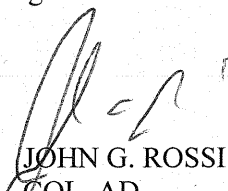
m. Pets. No pets are allowed in the barracks. There is an exception to this policy for unit mascots (dogs). The unit chain of command is responsible for the proper care and treatment of these animals.

n. Solicitation. No solicitation, whether by civilian or military personnel, will be allowed in Soldier living areas without specific written permission of the Post or Area Commander.

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5. This policy requires maximum effort by the chain of command and every Soldier. Leaders at all levels must know how their Soldiers live both on and off post, and are responsible for the Soldiers entrusted to them. Commanders remain responsible for the health, welfare, and security of Soldiers.
6. Commanders or First Sergeants will personally brief newly assigned personnel on the barracks visitation policy and provide them with a written copy. Commanders will post the barracks visitation policy on unit and barracks bulletin boards.
7. This is a punitive policy. Individuals who fail to comply with the provisions of this policy may be subject to punishment under the UCMJ and to adverse administrative actions.
8. The point of contact for this policy letter is the Brigade Command Sergeant Major at 783-5560.


JOHN G. ROSSI
COL, AD
Commanding